

## CHAPTER 45 PROCUREMENT TRAINING

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### 4500 GENERAL PROVISIONS

- 4500.1 The Director shall establish and conduct classes, workshops, and other training programs based on District procurement law, rules, and procedures in accordance with §1101 of the D.C. Procurement Practices Act of 1985 (the "Act").
- 4500.2 The Director may designate the size and enrollment of procurement training courses, and may target specific programs to particular groups of employees or non-employees, including the following:
- (a) Programs open to District procurement personnel;
  - (b) Programs open to all District employees;
  - (c) Programs for non-employees; or
  - (d) Programs open to all employees and non-employees.
- 4500.3 The Director may establish a tuition or program fee for non-employee participants in programs open to the public. Any fee shall be based on the costs of providing materials and instruction.
- 4500.4 The Director shall provide the head of each agency with notice of scheduled training programs for employees.
- 4500.5 The Director shall provide notice to the public of all programs open to non-employees by publication of a notice of program offerings in the D.C. Procurement Digest, posting of program notices on public bulletin boards, and in any other manner the Director may deem appropriate.
- 4500.6 District training programs and training requirements shall be designed to ensure that persons who have authority to contractually bind the District have the necessary experience, training, and technical knowledge to make sound decisions.

**AUTHORITY:** Unless otherwise noted, the authority for this chapter is the District of Columbia Procurement Practices Act of 1985, D.C. Law 6-85, as amended, D.C. Code §1-1181.1 *et seq.* (1981).

**SOURCE:** Final Rulemaking published at 35 DCR 1750 (February 26, 1988).

**4501 AGENCY PROCUREMENT TRAINING PLANS**

- 4501.1 The head of each agency shall annually prepare an agency training plan which describes the existing level of procurement training of agency employees and the need for additional procurement training for agency personnel, including non-procurement personnel.
- 4501.2 The agency training plan shall be submitted to the Director on or before October 1 of each year.
- 4501.3 The Director shall use the agency training plans to determine the level of need for procurement training programs for District personnel and the particular needs of each agency for procurement training.
- 4501.4 All contracting officers, except those exempted in writing by the Mayor, shall be required to participate in the procurement training program established by the Director or in other training programs approved by the Director. This requirement shall apply to agency heads who are appointed as contracting officers.

**SOURCE:** Final Rulemaking published at 35 DCR 1750 (February 26, 1988).

**4502 NON-DISTRICT TRAINING SOURCES**

- 4502.1 District procurement personnel may attend training programs provided by any of the following subject to the prior approval of the program by the Director:
- (a) The federal government;
  - (b) The government of any of the fifty (50) states;
  - (c) A foreign government or international organization;
  - (d) An educational, research, technical, or professional institution, foundation, or organization; or
  - (e) A business, commercial or industrial firm, corporation, partnership, sole proprietorship, or other organization.

**SOURCE:** Final Rulemaking published at 35 DCR 1751 (February 26, 1988).

**4599 DEFINITIONS**

- 4599.1 When used in this chapter, the following terms and phrases shall have the meanings ascribed;

**Director** - the Director of the Department of Administrative Services.

**SOURCE:** Final Rulemaking published at 35 DCR 1751 (February 26, 1988).